

Submitting a Claim?

BELOW ARE THE STEPS FOR SUBMITTING A CLAIM

1. The Prime Consultant submits a claim to the Consultant Contract Services Administrator.
2. Consultant Contract Claims Committee will review the claim.
3. The Consultant is notified in writing of the Committee's recommendation of approval/disapproval.
4. If accepted by the Consultant, and approved by the Chief Engineer and FHWA (for projects with federal funds), a supplemental agreement is drafted, and sent to the consultant for signature.
5. When the contract is executed the consultant then invoices for the amount agreed upon.

Please see **Section 2.10** of the [Consultant Contract Services Manual](#) for a more detailed summary.